



TRANSCRIPT/STUDENT RECORDS REQUEST

Student Name: _____ Date of Birth: _____

Phone: _____ Counselor: _____

E-Mail Address: _____ Graduation Year: _____

Teacher(s) Writing Your Letters of Recommendation: _____

College/University, Armed Forces, Scholarship, Employer, Trade/Technical School, NCAA, Internship Program, Other (List Below)	City in which the College is located	Application Deadline Date	Application Deadline Type (EA, ED, Regular, Rolling, Priority (see box below))	What application are you using? (Common App, Coalition, Black Common App, QuestBridge, School's own application?)	Do you need a school counselor rec letter? (Y or N)	For OFFICE USE Only
						Submission or Mailed Date
Date of Request: _____				Paid? _____		

Release of Student Records

The law requires that schools receive written permission signed by the parent/guardian before transcripts, including mid-year reports and other student records can be released to a third party. *I give approval to have transcripts and other student records sent by U.S. Mail or transmitted electronically to those listed above when a request to do so is made by my student.*

Transcript fees: Current Students: **first 3 transcripts: no cost**; additional transcripts (4+): **\$2 each**, payable at the time of request. Graduates: \$5 per transcript

Signature of Parent/Guardian: _____ Date: _____

Student Signature: _____ Date: _____

Allow 20 School Days to Process Transcript Requests

Deadline Type Description – Match Deadline Type to Deadline Date:

EA=Early Action (typically non-binding)

ED=Early Decision (typically binding)